State of Maryland
Department of Budget and Management (DBM)
Office of Information Technology (OIT)
Contracts & Project Management Division (CPMD)

TASK ORDER APPROVAL CHECKLIST

☐ **Consulting Services Procurement (CSP)**   ☐ **Technical Services Procurement (TSP)**

ADPICS Requisition Number: _____

Task Order Title: _____

Agency Name: _____

Project Manager: _____   **Contract Manager: _____**

Phone: _____   Phone: _____

Email: _____   Email: _____

PART 1: TORFP ORIGINATION

	Printed Name	**Signature**	**Date**
1. Submit TORFP and original checklist signed by:			
Agency Procurement Officer	_____	_____	_____
Agency Budget/Fiscal Officer	_____	_____	_____
Agency Assistant Attorney General	_____	_____	_____
Agency Chief Information Technology Officer	_____	_____	_____

(AGENCY)

PART 2: TORFP SOLICITATION

	Printed Name	**Signature**	**Date**
1. Complete First Level Review			
Technical Requirements and Specification	_____	_____	_____
Contract Management Plan (Draft)	_____	_____	_____
Functional Area Assessment	_____	_____	_____
ITMP Verification	_____	_____	_____
Turnaround Time	_____	_____	_____
2. Release TORFP for bid	_____	_____	_____
3. Forward proposals to agency	_____	_____	_____

(DBM OIT CPMD)

PART 3: TASK ORDER AWARD

	Printed Name	**Signature**	**Date**
1. Submit award package and original checklist signed by:			
Agency Procurement Officer	_____	_____	_____
Agency Budget/Fiscal Officer	_____	_____	_____
Agency Assistant Attorney General	_____	_____	_____
Agency Chief Information Technology Officer	_____	_____	_____
2. Review award package			
Documentation of Proposed Award	_____	_____	_____
Contract Management Plan (Final)	_____	_____	_____
Project Management Plan (Draft)	_____	_____	_____
3. Notify all vendors of award	_____	_____	_____
4. Issue Purchase Order	_____	_____	_____
PO Number:	_____		
5. Send Notice to Proceed (NTP)	_____	_____	_____

(AGENCY / DBM OIT CPMD)